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## **OFFICE OF THE COUNTY AUDITOR INTEROFFICE MEMORANDUM**

TO: All Council Members  
FROM: Lauren M. Smelkinson, County Auditor  
DATE: June 25, 2019  
SUBJECT: Addendum to Council Meeting Notes

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Please find attached an addendum (FM-18) to the Council Meeting Notes issued June 20, 2019. This item will be discussed at the June 25, 2019 work session for the July 1, 2019 Council meeting.

Attachment

cc: notes distribution list

FM-18 (Contract)

Council District(s) All

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**County Administrative Officer**

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**Consulting/Design/Facilitation & Communication Services –  
County Strategic Planning Process**

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The Administration is requesting approval of a contract with The Clearing, Inc. to provide strategic planning support services to the offices of the County Executive and the County Administrative Officer. The contract commenced June 12, 2019, continues for 3 months, and may not exceed \$24,500 unless approved by the Council. If approved, the contract will continue through November 30, 2019 with the option to further extend the term an additional 90 days. Compensation may not exceed \$86,000 for the entire approximate 9-month term, including the extension period.

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**Fiscal Summary**

<b>Funding Source</b>	<b>Maximum Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 86,000	<sup>(1)</sup> General Fund Operating Budget. <sup>(2)</sup> Maximum compensation for the entire approximate 9-month term, including the extension period.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 86,000</u> <sup>(2)</sup>	

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**Analysis**

The contractor will provide consulting, design, facilitation, and communication services in support of developing and executing Baltimore County's strategic planning process. The contractor will work with the County Executive, Executive Staff, and Administrative Officer throughout the project to ensure the objectives and outcomes are understood and achieved.

The project shall consist of two phases, as follows:

Phase I (\$24,500) – to be completed within 45 days

- Task 1: Identify Leader's intent
- Task 2: Conduct initial interviews and theme interview data
- Task 3: Design and facilitate the Executive Team alignment session

Phase II (\$61,500) – to be completed within 90 days

- Task 1: Conduct interviews and theme interview data
- Task 2: Design and facilitate the Senior Leadership alignment session
- Task 3: Initiate implementation

The Administrative Office advised that Phase I commenced on June 12, 2019 with the senior staff, to prepare for Phase II's broader engagement with the entire leadership team. The contract provides an option to add a third phase, with a goal of maintaining alignment and continuing implementation support; the cost of Phase III is \$10,000 to \$15,000 per month with a recommended period of performance of 6 to 18 months. The Office advised that the decision to implement Phase III is dependent upon the outcome of Phase II.

The contract commenced June 12, 2019, continues for 3 months, and may not exceed \$24,500 unless approved by the Council. If approved, the contract will continue through November 30, 2019 with the option to further extend the term an additional 90 days on the same terms and conditions. Compensation may not exceed \$86,000 for the entire approximate 9-month term, including the extension period. The County may terminate the agreement by providing 30 days prior written notice.

The County awarded the contract as a piggyback of an existing competitively bid Public Procurement Authority (PPA) Intergovernmental Cooperative Purchasing Agreement.

On August 7, 2017, the Council approved a 4-year and 11-month contract not to exceed \$2,248,997 with Lion Totalcare, Inc. to provide cleaning, repair, decontamination, and rental of turnout gear used by Baltimore County firefighters (career and volunteer) on an as-needed basis. The contract was similarly awarded as a piggyback of an existing competitively-bid PPA Intergovernmental Cooperative Purchasing Agreement.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."